



**OFFICE OF THE  
TOWN ADMINISTRATOR**

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**Job Posting**

**Administrative Assistant**

**Grafton Select Board/Finance Committee/Affordable Housing Trust**

The Town of Grafton is accepting applications for the full-time position of Administrative Assistant to the Select Board/Affordable Housing Trust/Finance Committee under the supervision of the Town Administrator. Responsibilities include but are not limited to: agenda preparation; attendance at evening meetings; preparation of minutes & correspondence; trouble shooting resident issues and complaints. Position involves considerable interaction with the public, Town departments, and provides support to office staff as required. This position assists all Town Committees with scheduling virtual and hybrid meetings on Zoom. Qualifications for this position include an Associate's Degree and/or a combination of municipal government experience and education. This is a 35 hour per week position with a salary range of \$17-\$22 per hour.

The successful applicant must be able to work independently to ensure that time sensitive projects are completed. Knowledge of the Microsoft Office suite, as well as knowledge of Town government operations are required. Must have the ability to plan and prioritize work while multitasking. Strong customer service skills are crucial in this position.

Interested applicants should send a resume and cover letter to: Town Administrator's Office, 30 Providence Road, Grafton, MA 01519 or by email to Christa Marot at: [hr@grafton-ma.gov](mailto:hr@grafton-ma.gov).

The Town of Grafton is an Equal Opportunity Employer.